

**NACCHO**National Aboriginal Community  
Controlled Health Organisation

# Position Description

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| <b>ABOUT THE ORGANISATION:</b>   | <p>The National Aboriginal Community Controlled Health Organisation (NACCHO) is the national peak body representing 146 Aboriginal Community Controlled Health Organisations (ACCHOs). ACCHOs deliver comprehensive primary health care to more than half of the Aboriginal and Torres Strait Islander peoples nationally. As an act of self-determination, these services attend to all matters affecting health and wellbeing spanning transformative community empowerment through to individual health treatments and continuity of care.</p> <p>NACCHO's work is focused on supporting the work of ACCHOs and Aboriginal and Torres Strait Islander people overall through negotiating and advocating with Governments on health care policies and programs and systems reform. These issues range in variety from chronic disease management, preventative health strategies, telehealth, mental health and social and emotional well-being, listing of Medical Benefits Scheme (MBS) to the social and cultural determinants of health.</p> <p>NACCHO's partnerships with governments and non-government organisations include: The Department of Health, National Disability Insurance Agency, Department of Social Services, National Mental Health Commission, Vision Australia, Royal College of General Practitioners and Gayaa Dhuwi. These partnerships greatly contribute to significantly enhancing the quality and accessibility of health care for Aboriginal and Torres Strait Islander peoples.</p> <p>It is a very interesting and transformative time across the health sector. NACCHO has been driving systems reform in the context of the National Agreement on Closing the Gap and recent budget announcements.</p> |
| <b>POSITION TITLE:</b>           | Contract and Procurement Officer  |
| <b>CONDITIONS OF ENGAGEMENT:</b> | This position is being offered on a maximum term contract.  |
| <b>LOCATION:</b>                 | <p>This position is office-based at Level 5, East Building, 2 Constitution Avenue, Canberra City ACT 2601.</p> <p>Travel to other parts of Australia may be required from time to time.</p>   |

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| <b>MANAGER:</b>        | General Manager, Finance and Corporate  |
| <b>ABOUT THE ROLE:</b> | This position assists with the preparation of supplier contracts and other procurement activities within NACCHO, including monitoring compliance with, and reporting on, Modern Slavery Legislation and relevant procurement policies and procedures.   |
| <b>MAIN DUTIES:</b>    | <p><u>Procurement</u></p> <ul style="list-style-type: none"> <li>• Provide expert advice on procurement strategies and contract management.</li> <li>• Provide contract management support to internal stakeholders, including assistance with preparation of contract and other procurement documentation</li> <li>• Monitor compliance with relevant procurement policies and procedures</li> <li>• Maintain accurate reporting of supplier contractual obligations, including copies of supplier contracts</li> <li>• Effectively communicate procurement and contract management policy and guidance to internal stakeholders</li> <li>• Maintain procurement policies, procedures and forms to ensure compliance with best practice</li> <li>• Provide training on procurement matters, including compliance with Modern Slavery legislation to internal stakeholders as required.</li> </ul> <p><u>Modern Slavery</u></p> <ul style="list-style-type: none"> <li>• Monitor compliance with Modern Slavery legislation, including approved policy and procedures</li> <li>• Preparation of annual Modern Slavery Statement</li> <li>• Provide training on Modern Slavery legislative compliance requirement to internal stakeholders as required.</li> </ul> <p><u>Other</u></p> <ul style="list-style-type: none"> <li>• In conjunction with contract managers, monitor compliance with contractor obligations including insurance and compliance with applicable legislative requirements, eg modern slavery.</li> </ul> |
| <b>QUALIFICATIONS:</b> | Qualifications in procurement or legal studies, while not essential, will be well regarded.   |

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| <b>EXPERIENCE:</b>                          | <p>Experience working with Aboriginal and Torres Strait Islander peoples is highly desirable</p> <p>A minimum of three years demonstrated experience in a similar role.</p>   |
| <b>VALUES, BEHAVIOURS AND CAPABILITIES:</b> | <p><u>Job Specific Capabilities</u></p> <ul style="list-style-type: none"> <li>• An understanding and awareness of Aboriginal and Torres Strait Islander people, their cultures and health and other contextual issues, or ability to quickly gain this understanding.</li> <li>• Strong demonstrated attention to detail and accuracy.</li> <li>• Excellent organisational skills with demonstrated ability to effectively prioritise work to meet deadlines.</li> <li>• Effective written and verbal communication skills to provide information and influence desired outcomes</li> <li>• Demonstrated ability to take initiative and generate solutions to procurement problems that may arise in day-to-day tasks.</li> <li>• The ability to demonstrate resilience and adaptability, including flexibility to manage workloads and provide advice in an evolving environment.</li> <li>• Demonstrated knowledge of procurement principles, and Modern Slavery legislation.</li> <li>• Ability to work as part of a team.</li> </ul> <p><u>Cultural Awareness</u></p> <p>Cultural awareness training will be provided by NACCHO, and it is expected that all NACCHO staff develop and continually seek opportunities to improve their knowledge and understanding of Aboriginal and Torres Strait Islander peoples and in particular Community Controlled Health Services.</p> <p><u>Leadership</u></p> <p>It is expected that all NACCHO staff demonstrate leadership through their own behaviour, and their expectations of others behaviour, to maintain our high standard of service delivery for Aboriginal and Torres Strait Islander peoples.</p> |